To be replaced by Ortgoing Travel Processing Such short
Approved For Release 2001/04/23 CIA-RDP57-00042A000T00030030-3

CENTRAL PROCESSING BRANCH OUT GOING CHECK SHEET FOREIGN

NAME:	APPOINTMENT:
DESTINATION:	AVAILABLE DATE:
PERSONNEL DESK:	FINANCE DESK:
Type of Funds	Check with:
Type of Funds Station verification Contract	Accounts
R & D Report Date of Birth	Pay & Allowances
	(a) Prepare Draft FDDS
Place of Birth	
Physical & Shots Birth Documentation secured	Finance Briefing:
Birth Documentation secured	a Complete FDDS
Ordered from Badge Sec.	(c) U.S. Allottee Bank
Tichare tasspore trecare	(U) HOSITALIZATION
Prepare AGO Request Draft Information	(e) insurance
Maren 200 manus - 1 - 3	(f) Separation Allowance if
Form 300 requested Form 300 given to employee	necessary
1 To C	(g) create union
Reserve Information	NAME - NAME
Permission requested	
Letter given employee	
	registrating
DEPENDMENTS:	
Prepare Paseport Letter (s) Prepare AGO Request AGO # Date of Issue Sent to TDS	
TRAVEL DESK	
I & S Briefing	•
Check TCA if necessary	The state of the s
Discuss Itinerary	
Shipment of effects and auto	
Shipment date sheet	# · · · · · · · · · · · · · · · · · · ·
Sent to Shipping	
MEDICAL DESK	
Briefing	
Iscue Incurence Certificate	Principal and Approveding